



# THE OHIO STATE UNIVERSITY

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COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

## Agricultural Skid Loader Operator Safety Policy and Training Program



**Plan prepared by:**

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### 1.0 Introduction

**1.1** Skid Loaders are very powerful and versatile machines that can be dangerous if not operated correctly. The College of Food, Agricultural and Environmental Sciences has developed a Skid Loader Safety Policy with equipment and training provisions to enhance the safety of employees who operate skid loaders. This policy incorporates recognized safe operating practices and reflects OSHA regulations concerning the operation of skid loaders. Any employee or student who operates a skid loader as a condition of employment or as a course requirement is subject to this policy.

**1.2** The Ohio State University CFAES Skid Loader Safety Program applies to all OSU CFAES staff members who operate and/or are responsible for skid loaders. The Occupational Safety and Health Administration (OSHA) has established rules and guidelines for the protection of workers and facilities relating to agricultural equipment in 29 CFR 1910. *General Industry* and 29CFR 1928 *Occupational Safety and Health Standards for Agriculture*.

### 2.0 Responsibilities

**2.1** OSU CFAES Safety and Health Coordinator is responsible for the following:

- 2.1.1** Updates and revisions to the written Skid Loader Safety Program;
- 2.1.2** Ensure skid loader training programs meet applicable requirements;
- 2.1.3** Provide program oversight.

**2.2** Department Supervisors – Supervisors or department heads of areas where skid loaders are used are responsible for the following:

- 2.2.1** Designating and identifying personnel authorized to operate skid loaders (do not allow unauthorized use of the equipment);
- 2.2.2** Ensuring authorized operators have received proper training and certification prior to operating a skid loader. It is the supervisors responsibility to certify each operator;
- 2.2.3** Ensure all safety and manufacturer regulations and instructions are followed;
- 2.2.4** Ensure skid loaders are maintained in proper working order and repaired when necessary.

**2.3** Authorized skid loaders operators – Operators of skid loaders are responsible for the following:

**2.3.1** Attending and passing classroom and evaluation of competence training prior to operating a skid loader.

- 2.3.2** Performing and documenting skid loader pre-use inspections;
- 2.3.3** Reporting all vehicle maintenance issues to his/her supervisor and removing the equipment from service if necessary;
- 2.3.4** Operating and maintaining equipment in a safe manner at all times.

### 3.0 Skid loader Requirements

**3.1** All skid loaders must be designed and constructed to meet minimum ASABE standards and OSHA 29 CFR 1928 standards and regulations.

**3.1.1** College departments and units will purchase, lease, accept as a gift or loan, and/or operate only skid loaders equipped with a Rollover Protection Structure (ROPS), Falling Object Protective Structure (FOPS), side screens, seat belt and seat bar restraint with interlock system. Exempt from this policy will be antique display equipment.

**3.1.2** Skid loaders used for display or shown in educational publications will be equipped with the safety features listed in 3.1.1, unless the purpose is to show the hazards of not being equipped with safety features

### 4.0 Training

**4.1** The College of Food, Agricultural and Environmental Sciences has established a training program that can be accessed via OSU Environmental Health and Safety website. ([www.ehs.osu.edu](http://www.ehs.osu.edu)) The training curriculum is based on National Safe Tractor and Machinery Operation Program content and OSHA training recommendations: The training is design to be a three step process:

- 1) on-line training session through the OSU EHS website
- 2) comprehensive test following the on-line session (70% correct to proceed with the final step)
- 3) hands – on operator proficiency evaluation by supervisor

**4.1.1** To start the Skid Loader Operator Training:

- 1) Click on this link - <http://www.ehs.osu.edu/Training/ohst.aspx>
- 2) Find word “Links” on the right side of the web page and then click on “**EHS online**” located under it.
- 3) Sign in using your osu.edu university login (**last name.###**). Once you have signed in a new web page should pop up.
- 4) Click on “**EHS Online Training.**”
- 5) You will see a Program Listing bar with a drop down menu labeled “Area” under it.
- 6) Click on the “**Area**” drop down menu (under the “Program Listing” bar), and choose the “**CFAES**” tab. Another drop down menu labeled “Program” will appear next to the one labeled “Area”.
- 7) Click on the “**Program**” drop down menu (also under the Program Listing bar) and choose “**Skid Loader Operator Training**” tab.
- 8) Click on “**Begin Training Program**” in the lower left part of the box to start the training.
- 9) At the end of the on-line training you will be prompted to take the quiz.

10) Once you have completed and passed the quiz, print off your training report and take it to your supervisor, to go through the operator proficiency check-off portion of the training.

**4.1.1.1** This training may also be conducted on an individual basis or in a classroom group setting using lecture and discussion. Training materials for supervisors to conduct this training can be obtained from the OSU CFAES Safety and Health Coordinator.

**4.1.2** Managers / supervisors are responsible to use the Skid Loader Operator Evaluation Form to assess and certify each employee's ability to safely and properly use a tractor. The hands – on evaluation can also include optional attachment operation skills based on the equipment being used or the tasks required of the employee. Supervisors conducting the hands – on evaluation have the right to deny certification and proceed with further instruction / evaluation to ensure the individual can safely operate the skid loader.

**4.1.3** Copies of the operator evaluation form should be sent to the CFAES Safety and Health Coordinator to be kept on file. Copies of EHS training report sheet or test results **and** operator evaluation form, for each individual, should be kept on file with in the department or unit location.

**4.1.4 Refresher training** must be taken **annually** for employees (permanent or student) and non-employee students (who operate skid loaders as a course requirement) after receiving the initial training. [OSHA 29CFR 1928.51(d)] Refresher training will only consist of on- line training / test. After initial training, refresher training using the hands – on Tractor Operator Evaluation is only required if an employee has a safety incident causing injury or property damage. The operator evaluation can also be used for periodic evaluation to ensure that operators are continuing to operate the equipment properly or to introduce new equipment to operators.

## **5.0 Safe Operation**

**5.1** Operation of a skid loader and /or attachments must be done in a safe manner to prevent injury to the operator or pedestrians in the area; and to prevent damage to property during operation. Safe operation of a skid loader must be covered in the operator training.

## **6.0 Recordkeeping**

**6.1** Department supervisors shall maintain documentation of the following:

**6.1.1** Training certifications for all tractor operators including names and dates of training; and the equipment they are certified to operate.

**6.1.2** Pre-use inspection checklists.

**6.1.3** Maintenance records for each skid loader.

**6.1.4** Accident reports involving skid loaders.

**6.1.5** A copy of the Skid loader Safety Policy and Training Program.